

16 September 1983

MEMORANDUM FOR: Executive Officer, OIS

FROM: Chief, Classification Review Division

SUBJECT: CRD Major Accomplishments During FY-83

- Item 1 - Began (February 1983) the regular review of Summaries of Agency Employment (SAE) for all departing non-DO employees who never had cover or served overseas;
- Item 2 - Originated and developed the Released Information Management System (RIMS) to provide a computerized data base of released information that pertains to classification and declassification questions;
- Item 3 - In conjunction with IPD, we proposed that CRD be made responsible for the review and coordination of all mandatory review requests and tested the feasibility of such a program;
- Item 4 - Became the Agency focal point to receive, process, review, track, coordinate and prepare material for release that was requested in the WESTMORELAND vs CBS case;
- Item 5 - Coordinated on Department of State guidelines and wrote guidelines for use at NARS in the review of State Department records from the period 1950-54;
- Item 6 - Have begun development of a proposal that the Agency centralize in a single unit the responsibility for review and coordination of all review requests (FOIA, PA, mandatory, and systematic);
- Item 7 - Conducted a special review of Adolf Berle papers which included a visit to the FDR Presidential Library in Hyde Park, New York;
- Item 8 - Established closer liaison with NSA, State Department and Department of Defense.

C/CRD